

# VILLAGE OF BARRINGTON ANNOUNCEMENT OF TESTING FOR POSITION OF FIREFIGHTER/PARAMEDIC

The Village of Barrington announces that it will establish an eligibility list for the position of Firefighter/Paramedic. Applications are available on the Village's website at  $\underline{www.barrington-il.gov}$ . Applications are also available for pick-up between the hours of 7:00 a.m. - 11:00 p.m. at the Public Safety Facility located at 400 N. Northwest Highway, Barrington, IL 60010.

Applications must be received at the Barrington Public Safety Facility no later than 11:00 p.m. on March 15, 2019. **NOTE:** There is a **\$25 application fee** that must accompany each returned application. Checks or cash are accepted. Checks must be made payable to the Village of Barrington.

### **GENERAL REQUIREMENTS**

- 1. Age: Applicants must be 21 years of age at the date of the written test. No person who is 35 years of age or older shall be eligible to take the examination unless the person has had previous employment status as a full-time firefighter in a municipality or FPD located in Illinois or served as a paid-on-call or part-time firefighter for the five (5) years immediately preceding the time the municipality began using full-time firefighters. Birth certificate is required.
- 2. **Education**: High School Diploma or evidence of a GED equivalence diploma.
- 3. **Driver's License**: Each applicant must possess a valid State of Illinois driver's license at the time of appointment.
- 4. **Residency**: Applicants must be citizens and residents of the United States.
- 5. **Certifications**: Illinois Paramedic license at the time of conditional offer.
- 6. **CPAT:** Proof of completion of the Candidate Physical Agility Test (CPAT) conducted by a licensed CPAT testing agency is required **at the time of application**. CPAT testing must have been completed no earlier than one (1) year from date of application.
- 7. Conditional Offer of Hire: At the time a candidate accepts a conditional offer of employment he or she shall be subject to a background investigation. After a conditional offer of hire and the successful completion of any other conditions of hire, eligibles shall be required to submit to basic medical examinations, which may include psychological and comprehensive drug evaluations.

For additional information, please call Human Resources at 847-304-3412.

### **TESTING PROCEDURES**

### PRELIMINARY ELIGIBILITY REGISTER

Each applicant shall take a written test which is in compliance with the validity standards of the various federal and state agencies. The test shall be administered in order to measure specific job related criteria. Passage of the written examination means a score that is at or above the median score for all applicants participating in the written test. The examination components shall be graded on a 100 point scale. A video-based written test will be administered on **March 30, 2019 at 9:00 a.m.** at the Barrington Middle School – Prairie Campus, 40 E. Dundee Rd., Barrington, IL. **Registration will begin at 8:30 a.m.** A picture ID is required for admittance. **No admittance after 9:00 a.m.** Practice tests are available for purchase at <a href="http://recruitment.iosolutions.com/Preparation-Materials/NFSI2/">http://recruitment.iosolutions.com/Preparation-Materials/NFSI2/</a>.

### FINAL ELIGIBILITY REGISTER

In order to qualify for placement on the final eligibility register, an applicant's score on the written examination, before any applicable preference points or subjective points are applied shall be at or above the median score. The Fire and Police Commission will conduct oral interviews approximately three (3) weeks after the written examination. The Commission will interview all candidates who scored above the median or the top fifty (50) candidates, whichever is less. Candidates shall be ranked on a 100 point scale.

### **FINAL HIRING LIST**

Candidates will also have the ability to claim preference points for the final hiring list by submitting a claim form with any required attachments within ten (10) days after the posting of the final eligibility register. Four types of preference points may be claimed by applicants:

- Experience preference points for applicants who were employed as full-time certified firefighters II for at least two (2) years at another fire protection district or municipality 2pts. Note: Candidates may not receive the full amount of preference points if the amount of points awarded would place the candidate before a veteran on the eligibility list.
- Veteran's preference points for applicants who served in the US military actively for at least one year and who were honorably discharged or are now on inactive or reserve duty – 5pts.
- 3. Educational preference points for applicants who have obtained an associate's degree in the field of fire service, or emergency medical services, or a bachelor's degree from an accredited college or university **2pts.**
- 4. Additional preference points for any applicant who has obtained licensure as an Emergency Medical Technician Paramedic (EMT-P) and holds certification in the Northwest Community Hospital EMS System 5 pts.

Once the final hiring list is established, it is in effect for two (2) years and all hiring is done from that list until it expires.

### WAGES, BENEFITS, AND HOURS OF WORK

- Barrington Firefighters, Local 3481 negotiates a labor contract for the Village of Barrington.
- Effective May 1, 2018, the Step 1 starting salary for a firefighter/paramedic is \$65,982. The pay scale contains seven steps. The Step 7 salary is \$89,635.
- Firefighters work a 24-hour shift followed by 48 hours off-duty. A Kelly Day is scheduled off every 18<sup>th</sup> duty day for employees assigned to a 24-hour shift.
- Sick leave for 24-hour shift employees accrue on a monthly basis at the rate of 12 hours per month up to a maximum of 1,280 hours.
- Firefighters are granted PTO on a sliding scale from the employee's date of hire through the end of the first calendar year. Firefighters with less than five (5) years of service are granted 168 hours of PTO per year.
- The Village offers a comprehensive benefit plan including health and dental insurance, life insurance, and a 125 Flexible Benefit plan.

The Village of Barrington is an Equal Opportunity Employer



### FIREFIGHTER/PARAMEDIC APPLICATION CHECKLIST

### MARCH 15, 2019: APPLICATIONS DUE

| Completed and signed Firefighter Applicant Personal Data Questionnaire                          |
|---|
| Authorization Form (must be notarized)  |
| Valid Driver's License/Valid State of Illinois License Must be Presented at Time of Appointment |
| Birth Certificate (or other proof of citizenship)   |
| High School Diploma   |
| EMT-P License   |
| Candidate Physical Ability Test (CPAT)  |

### FORM 2

# VILLAGE OF BARRINGTON - STATE OF ILLINOIS FIREFIGHTER APPLICANT PERSONAL DATA QUESTIONNAIRE

|   | last                                 |   | first                      | mi          | iddle   |
|---|--------------------------------------|---|----------------------------|-------------|---------|
|   | List any other na                    | r been known by ( <i>includ</i>         | e maiden name)             | ):          |         |
|   | Address:                             | umber & Street (                        | City State                 | Ziţ         | 0       |
|   | Home Phone No.                       | ()                                      | Cell Phone No.             | ( )         |         |
|   | Business Phone                       | No. ()                                  |                            |             |         |
|   | Email Address: _                     |   |                            |             |         |
|   | Driver's License                     | State                                   |                            |             |         |
|   | Driver's License                     | No                                      | Class                      |             |         |
|   | Social Security N                    | o                                       |                            |             |         |
|   | Date of Birth:                       |   |                            |             |         |
|   | U.S. Citizen?<br>If no, are you an a | Yes<br>lien with evidence of int<br>Yes | tention to become a U.S. ( | Citizen?    |         |
|   | How did you learn                    | about this testing proce                | ess?                       |             |         |
| T | ALL FORMER ADD                       | RESSES FOR THE PA                       | ST TEN (10) YEARS IN C     | HRONOLOGICA | AL ORDE |
| • | AddressN                             | ımber & Street                          | City                       | State       | Zip     |
|   | AddressNu                            | ımber & Street                          | City                       | State       | Zip     |
|   | AddressN                             | ımber & Street                          | City                       | State       | Zip     |
|   | Address                              | ımber & Street                          | City                       | State       | Zip     |
|   | Address                              |   | J.1.7                      |             | -4      |
|   |                                      | ımber & Street                          | City                       | State       | Zip     |

### **EDUCATION**

| 16. | CIRCLE HIGHEST GRADE  | COMPLETED                         |                      |                         |
|-----|---|-----------------------------------|----------------------|-------------------------|
|     | GED CERTIFICATE   | HIGH SCHOOL                       | COLLEGE 1 2 3        | 4                       |
|     | GRADUATE SCHOOL   | M.A.                              | Ph.D.                | OTHER                   |
|     | ne and Address of School<br>lude City and State)            | Dat                               | te(s) Attended       | Graduate ?<br>Yes No    |
| 17. | High School   |                                   |                      |                         |
| 18. | Undergraduate Education _                                   |                                   |                      | ·<br>                   |
| 19. | Graduate Education  |                                   |                      |                         |
| 20. | Trade Schools   |                                   |                      |                         |
| 21. | What college degrees have                                   | you attained?                     |                      |                         |
|     |   |                                   |                      |                         |
| 22. | List course work relevant to                                | position for which you h          | ave applied:         |                         |
|     |   | MILITARY                          |                      |                         |
| 23. | Are you now or have you ev<br>If yes, please provide copy I |                                   |                      | )                       |
| 24. | Branch of service   |                                   |                      |                         |
| 25. | Are you now or were you<br>Forces or National Guard U       | ever an active member<br>nit? Yes | of any branch of the | e U.S. Military Reserve |
|     | Rank  |                                   |                      |                         |
| 26. | Unit  | From                              | To                   |                         |

### **CONVICTION HISTORY**

| 27. | Have you ever been convicted of a crime other than minor traffic violations? |
|-----|--|
|     | Yes No   |
|     | If "Yes," explain below:   |

| DATE | POLICE AGENCY | OFFENSE | DISPOSITION<br>OF CASE |
|------|---------------|---------|------------------------|
|      |               |         |                        |
|      |               |         |                        |
|      |               |         |                        |

28. List all traffic convictions and accidents you have had in the last four (4) years. (If more room is needed, please type on a separate page and attach).

| LOCATION<br>(City-State) | APPROXIMATE<br>DATE | VIOLATION | DISPOSITION |
|--------------------------|---------------------|-----------|-------------|
|                          |                     |           |             |
|                          |                     |           |             |
|                          |                     |           |             |
|                          |                     |           |             |
|                          |                     |           |             |

### **EMPLOYMENT HISTORY**

List all jobs you have had for the last ten (10) years. Include periods of unemployment. Put your present job first. Include military service in proper time sequence along with temporary or part-time jobs.

| 29.  | Present emp     | loyer's name:     |          |         |        | _ Pho                                 | ne    |      |             |
|------|-----------------|-------------------|----------|---------|--------|---------------------------------------|-------|------|-------------|
|      | Address         | Number & Stre     | ef       |         |        | City                                  | State | 7    | .ip         |
|      |                 |                   |          |         |        |                                       |       |      |             |
| _    | Job Descript    | ion               |          |         |        |                                       |       |      |             |
|      | Do you object   | to our contacting | them?    |         |        |                                       |       |      |             |
|      | Employed        | month-year        | _ to Pre | esent   | Salary |                                       |       | Per  |             |
|      |                 | ·                 |          |         |        |                                       |       |      |             |
| 30.  | Employer's r    | name              |          |         |        | _ Pho                                 | ne    |      |             |
|      | Address         | Number & Stre     |          |         |        |                                       |       |      |             |
|      |                 | Number & Stre     | et       |         |        | City                                  | State | Z    | (ip         |
|      | Job Descript    | ion               |          |         |        |                                       |       |      |             |
|      | Do you object   | to our contacting | them?    |         |        |                                       |       |      |             |
|      | Employed        | month-year        | _ to     |         |        | _ Salary                              |       | _Per |             |
|      |                 | month-year        |          | month-y | ear    |                                       |       |      |             |
| 31.  | Employer's name |                   |          | Phone   |        |                                       |       |      |             |
| J 1. |                 |                   |          |         |        |                                       |       |      |             |
|      | Address         | Number & Stre     | et       |         |        | City                                  | State |      | .ip         |
|      | Late Bases due  |                   |          |         |        | •                                     |       |      | •           |
|      | Job Descript    | ion               |          |         |        |                                       |       |      |             |
|      | Do you object   | to our contacting | them?    |         |        |                                       |       |      |             |
|      | Employed        | month-year        | to       |         |        | _ Salary                              |       | Per  |             |
|      |                 | month-year        |          | month-y | ear    |                                       |       |      |             |
| 32.  | Employer's name |                   |          | Phone   |        |                                       |       |      |             |
|      | Address         |                   |          |         |        |                                       |       |      |             |
|      |                 | Number & Stre     | et       |         |        | City                                  | State | Z    | .ip         |
|      | Job Descript    | ion               |          |         |        | · · · · · · · · · · · · · · · · · · · | · · · |      | <del></del> |
|      | Do you object   | to our contacting | them?    |         |        | ····                                  |       |      |             |
|      | Employed        | month-vear        | to       |         |        | Salary                                |       | Per  |             |
|      | , - J - ·       | month-vear        |          | month-v | ear    | _ ,                                   |       |      |             |

| Employer's name              |  | Phone           |                |               |
|------------------------------|--|-----------------|----------------|---------------|
| Address _                    | Number & Street  | City            | State          | Zip           |
|                              | iption   |                 |                | ·             |
|                              |  |                 |                |               |
|                              | ect to our contacting them?  |                 |                |               |
| Employed                     | month-year to month-year   | Salary          | Р              | er            |
|                              | ever been suspended or terminated, other at? Yes No If yes, please                   | explain:        |                | from any prio |
|                              |  |                 |                |               |
|                              |  |                 |                |               |
| performance<br>If yes, expla | ever resigned from any employment positi<br>ee or while under investigation?<br>ain: | Yes             | No             |               |
| Have you e                   | ver taken a civil service exam?  | Yes             | No             | )             |
| Agency                       | Date   | Po              | sition on List |               |
| Status                       |  |                 |                |               |
| Are you cur                  | rently on any eligibility list(s)? Yes   | No              | o              |               |
| If yes, indic                | ate position applied for, status on list, and  | expiration date | e of each:     |               |
|                              |  |                 |                |               |
|                              |  |                 |                |               |
|                              | ·····  |                 |                |               |
| Have you e                   | ver applied to the Village of Barrington?  | Yes             | No             |               |
| When:                        | What Position:   |                 |                |               |

### **REFERENCES**

Please list three (3) adults not related to you and not former employers, who have known you for more than three (3) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality, and other qualities.

| Name   | Address  |                |
|--|--|----------------|
| Home Phone   | Business Phone   | <del></del>    |
| Occupation   | Relationship   |                |
| Name   | Address  |                |
| Home Phone   | Business Phone   | <u></u>        |
| Occupation   | Relationship   |                |
| Name   | Address  |                |
| Home Phone   | Business Phone   | <del></del>    |
| Occupation   | Relationship   |                |
| List organizations of applying:                          | which you are a member that relate to the position for which you   | u are          |
|  |  |                |
|  |  |                |
|  |  |                |
| <u></u>  |  |                |
|  | <u>.                                    </u>   |                |
|  |  |                |
| Explain your reasons f                                   | or wanting to become a firefighter and/or paramedic:   |                |
|  |  |                |
|  |  |                |
|  | <del> </del>   |                |
|  |  | <u></u>        |
| <u></u>  |  |                |
| Please review the end whether you can perfaccommodation. | osed job description for the position for which you are applying and orm the essential job functions listed therein with or without reason | state<br>nable |
| Yes  | No   |                |
| ·  |  |                |

| If accommodation is neede   | ed, please explain: |  |
|-----------------------------|---------------------|--|
|                             |                     |  |
| Person(s) to be notified in | case of emergency.  |  |
| Name                        | Address             |  |
| Phone                       | Relationship        |  |
| Name                        | Address             |  |
| Phone                       | Relationship        |  |
| Name                        | Address             |  |
| Phone                       | Relationship        |  |

### SUBMISSION OF DOCUMENTATION AND CREDENTIALS

- 47. I understand that if I am placed on any eligibility list, I will be fingerprinted, and a set of my fingerprints will be furnished to the Illinois Department of State Police and to the Federal Bureau of Investigation.
- 48. I understand that I must provide the Board of Fire and Police Commissioners with <u>COPIES</u> of the following documentation and/or certifications at the times indicated below. Other relevant fire service certificates, such as Firefighter II, Firefighter III, Hazardous Materials I or II, may be submitted with the application, but are not required. If at any time any of the documentation is updated or if my credentials change, I must submit the new documentation or certifications to the Commission as soon as possible. I further understand that failure to submit any of the following documentation and/or certifications at the times indicated may result in my application no longer being considered by the Commission and/or loss of my position on the eligibility list or withdrawal of a conditional offer of hire.

U.S. citizen identification card,
 INS Form 1-197
 Identification card for use of a resident citizen in the U.S., INS Form 1-179

Birth certificate issued by the State

Department, Form FS-545
Birth certificate issued abroad by
the State Department, Form DS-1350
Birth certificate issued by a state, county,
or municipal authority, bearing a seal
Native American tribal documents

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND STATEMENTS, AND I CERTIFY THAT THERE ARE NO MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS IN THIS QUESTIONNAIRE, AND THAT ALL MY ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS ON THIS QUESTIONNAIRE OR AT ANY TIME DURING THE HIRING PROCESS MAY RESULT IN MY APPLICATION NO LONGER BEING CONSIDERED OR IN TERMINATION OF MY EMPLOYMENT WITH THE VILLAGE OF BARRINGTON.

| Dated at | Illinois, this day of | , 20 |
|----------|-----------------------|------|
|          |                       |      |
|          | Signature in Full     |      |

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially and will be used only to help assure the best use of your abilities if you are employed with us.

If reasonable accommodation is needed for the testing process because of a disability, please notify the Board of Fire and Police Commissioners in writing as to the specific accommodation needed.

### VILLAGE OF BARRINGTON AUTHORIZATION FORM

| I,   |
|--|
| I hereby acknowledge and agree that as a condition of employment with the VILLAGE OF BARRINGTON, I must maintain at all times a valid State of Illinois Driver's License of the Class required to operate all vehicles of the VILLAGE OF BARRINGTON. I do further agree that my failure to maintain said drivers license will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the Village. At time of hire, I must qualify for, obtain and maintain at all times a valid State of Illinois Firefighter II certification by Illinois State Fire Marshal and EMT – P/B by Illinois Department of Public Health. I do further agree that my failure to obtain and maintain the requisite certifications will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the VILLAGE. |
| Signature  |
| SUBSCRIBED and SWORN to  |
| before me this day of  |
| , 20   |
| Notary Public  |

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially and will be used only to help assure the best use of your abilities, if you are employed with us.

# VILLAGE OF BARRINGTON JOB DESCRIPTION

Position:

Firefighter/Paramedic

Department:

Fire

**FLSA Status:** 

Non-Exempt

Union:

Union

**Date Approved:** 

May 2012

### **Objective**

To implement appropriate emergency medical and rescue methods and techniques depending upon the type of situation encountered. To sustain life and increase survivability through prompt and effective rescue and intervention using advanced life support skills and equipment. To perform recordkeeping and maintenance support services and specialty services, such as hazardous materials response, technical rescue, fire prevention and regulatory compliance awareness for the Fire/EMS Department.

### Relationships

Reports to:

Lieutenant

Supervisory Responsibility:

None, generally.

### **Essential Duties and Responsibilities**

- 1. Performs emergency advanced life support, which includes examining patients and reporting symptoms, vital signs and apparent nature of illness or injury to physicians by radio equipment. Performs immediate lifesaving procedures required by circumstances; stabilizes patients and carries out instructions issued by physicians; administers intravenous injections and drugs; operates resuscitator and defibrillator; supplies back and neck supports and braces, bandages, and splints as necessary; and transports patients to hospital when stable. Techniques are implemented in accordance with established policies of the Illinois Department of Public Health, the department-recognized resource hospital and/or the Barrington Fire Department.
- 2. Performs emergency advanced life support at fire and accident scenes as required to protect Fire Department and law enforcement personnel and fire and accident scene victims.
- 3. Uses variety of hand tools, power tools, ropes and engine-driven hydraulic equipment which can be used for forcible entry and extrication of trapped victims.
- 4. Provides technical above- and below-grade rescue services; operates rescue equipment and tools, such as the Hurst Tool; removes fire and accident victims to a safe location.
- 5. Controls hazardous materials incidents; mitigates exposure and assists with cleanup of hazardous materials. Maintains records and reports of hazardous materials activities. Maintains federally required reports and records of community risks.
- 6. Prepares and submits records and reports of paramedic activities, including those relating to alarm response and vehicle and/or equipment maintenance.
- 7. Participates in continuing program of training and instruction to develop and maintain necessary skills, including attendance at scheduled drills and classes. Participates in outside training which includes, but is not limited to, Firefighter II and III certification, Hazardous Materials First Responder and Technician, Above and Below Grade Rescue, Water Rescue, Fire Prevention Officer I certification, and Arson Investigation. Assists with providing on-going department training and special classes as

requested.

- 8. Participates in fire prevention activities including, but not limited to, station tours, public education programs, and presentations for schools, civic and commercial/industrial organizations. Conducts inspections of occupancies for fire and safety code compliance; records and updates fire inspection files; tests various fire systems including sprinklers and stand pipes, fire pumps, fire alarm and detection systems, and fire extinguishers; coordinates work with other Village departments on issues relating to building construction and water supply; prepares fire inspection activity reports.
- 9. Assists with emergency response pre-planning by maintaining and updating 911 databases, map books, the Homeowner Emergency Locator Plan, structural and hazard pre-plans, emergency notification systems, and site and community evacuation plans.
- 10. Inspects and maintains emergency fire and EMS equipment and apparatus in a state of readiness to insure reliability and availability when needed. Checks engines and ambulances daily and operates pumping equipment, ignition, batteries, lights, brakes, radios and other equipment to see that the apparatus is in good working condition. Maintains adequate supply of first aid and other disposable materials and replenishes as necessary. Advises immediate supervisor of items needing attention or follow up. Interfaces with various manufacturers, vendors and Village Fleet Services personnel to complete necessary repairs or modifications as needed.
- 11. Maintains facilities and grounds in a neat, orderly and sanitary condition. Advises immediate supervisor of items requiring further attention and follow up. Interfaces with various contractors and Village maintenance personnel to complete necessary repairs or modifications as needed.
- 12. Maintains appropriate inventory of building maintenance supplies, personal protection equipment, batteries, and other disposable items. Orders, issues, and maintains inventory of uniforms and protective firefighting clothing.
- 13. Assists in the budgetary process. Obtains cost proposals and/or bids on proposed purchases and researches product availability and corresponding suppliers.
- 14. Maintains awareness of changing regulatory issues; attends training on these issues, and is involved with departmental awareness, training, and compliance with new regulations.
- 15. Interfaces with various community organizations to promote department programs and services as well as to develop and improve upon community trust, support and respect.

### Peripheral Duties

- 1. Follows all safety regulations, policies and procedures. Reports all unsafe conditions and acts to supervisor. Reports all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safe work practices.
- 2. Perform other duties as assigned.

### Qualifications

### Education and Experience

Must possess a high school diploma or GED equivalent.

Must obtain and maintain an Emergency Medical Technician—Paramedic (EMT-P) within the required time limit. Must be licensed by the Illinois Department of Public Health and possess current status as a paramedic, as well as be authorized to function as a paramedic by the department's resource hospital. Must obtain and maintain certification as a Firefighter III.

Additional training in fire prevention, public education, fire investigation, hazard mitigation, building

construction, technical rescue and emergency medical care is desirable.

Some previous work experience with a fire/rescue department, rescue squad, ambulance service or hospital is desirable.

### Knowledge, Skills, and Abilities

Thorough knowledge of paramedic and fire prevention and suppression principles, practices, and procedures and the equipment utilized in these operations.

Extensive knowledge of federal, state and local laws and regulations and policies pertaining to fire prevention, fire suppression, protection, hazardous materials, and emergency and disaster situations.

Extensive knowledge of the geographic layout of the Village of Barrington, District and the surrounding area.

Working knowledge of administrative practices and procedures.

Ability to quickly analyze emergency situations which may require advanced life support, and to respond by directing personnel and equipment in an effective and expeditious manner.

Knowledge of training, testing and certification requirements for fire/EMS personnel.

Knowledge of the Municipal Code, Village building code and other related codes. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.

Ability to perform work requiring good physical condition; ability to exercise sound judgment in evaluating situations and in making decisions.

Ability to communicate effectively orally and in writing.

Ability to maintain effective working relationships with departmental and village personnel, elected officials, residents and members of the Countryside Fire Protection District, and other intergovernmental agencies.

Ability to climb ladders to a considerable height and effectively work from them. Ability to learn a wide variety of firefighting skills and methods within a reasonable working test period. Ability to learn and apply first aid.

Physical strength and agility skills and the ability to perform arduous tasks under strenuous and adverse conditions.

Ability to tolerate extreme fluctuations in temperature while performing duties, performing physically demanding work in hot (up to 400 degrees F) and humid (up to 100% humidity) atmospheres while wearing equipment which significantly impairs body cooling mechanisms.

Ability to perform a variety of strenuous tasks on slippery, hazardous surfaces such as on rooftops or from ladders.

Ability to work in areas where sustaining a traumatic or thermal injury is possible if unable to move to safety immediately upon receipt of visual or audible directions.

Ability to wear personal protective equipment and clothing that weighs a minimum of fifty (50) pounds.

Ability to perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow of forty (40) liters per minute.

Ability to work for long periods of time, requiring sustained physical activity and intense concentration.

Ability to be exposed to grotesque sights and smells associated with major traumatic injuries or burn victims.

Ability to make rapid transitions from a near rest to near maximal exertion without a warm-up period.

Ability to operate in areas of high noise, poor visibility, limited mobility, at heights, and in enclosed or

confined spaces, all the while performing tasks demanding physical exertion and intense concentration.

Ability to use both manual and power tools designed for the tasks required in the performance of duties.

Ability to rely on the senses of sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety, maintain the safety of co-workers and the safety of the residents who are being served.

Skill in the operation of the tools and equipment listed below.

Must be able to safely operate a motor vehicle in both emergency and non-emergency situations.

Ability to maintain strict confidentiality.

Ability to perform strenuous physical work under extreme conditions.

### **Special Requirements**

Valid Illinois driver's license at a level required for the operation of fire department apparatus.

Must maintain paramedic license and must remain in good standing with the Northwest Community Hospital EMS System. New Firefighter/Paramedics are given three attempts to test into the Northwest Community Hospital EMS System.

Ability to meet department physical standards.

### **Tools and Equipment Used**

Personal computer skills generally consistent with Microsoft Office applications, including email, calendars, word processing, spreadsheet, database software, specific software developed for the fire department and the Internet; calculator, telephone; copy machine; scanner, fax machine, radio, mobile data terminal, and automotive vehicle.

Emergency medical aid unit, fire apparatus, fire pumps, hoses and other standard firefighting equipment, ladders, first aid equipment, radio, and pager.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; run; handle, feel or operate objects that require dexterity; reach and pull himself and/or objects; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must lift and/or move more than 100 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is frequently exposed to life-threatening situations.

### **Attendance Requirements**

Attendance is required for a 24-hour on and 48-hour off schedule. Frequent overtime is required.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places, and with explosives; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic

chemicals, risk of electrical shock, bloodborne pathogens, extreme cold, extreme heat and vibration.

The noise level in the work environment is usually quiet to moderate at the fire station and loud at an emergency scene.

The employee filling this position is responsible for complying with all written safety rules and regulations together with all instructions from supervisory personnel pertaining to the safe performance of his/her duties.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.